

Introduction to Adobe Connect


For far end participants

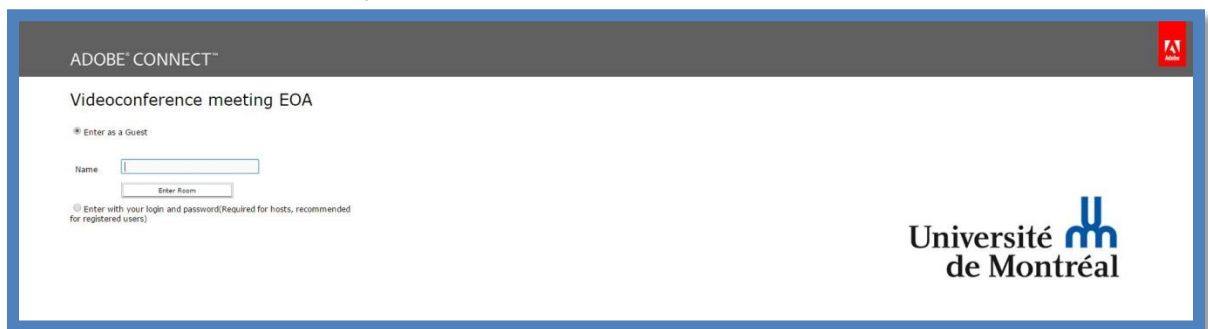
Prerequisites it minimally needs the following equipment:

- A computer with Internet browser (Internet Explorer, Firefox, Google Chrome, Safari, etc.)
- An internet connection ([test your connection](#)). To prevent network problems, a wired connection is recommended for the Internet because it is more stable than a wireless connection. Moreover, it is totally proscribe using a public connection, such as those we find in shopping centers, cafes and restaurants.
- A functional headset.
- A functional webcam.
- A functional microphone.
- The latest [Flash Player](#) updates.

To access the virtual meeting room, open your favorite browser and open the following page:

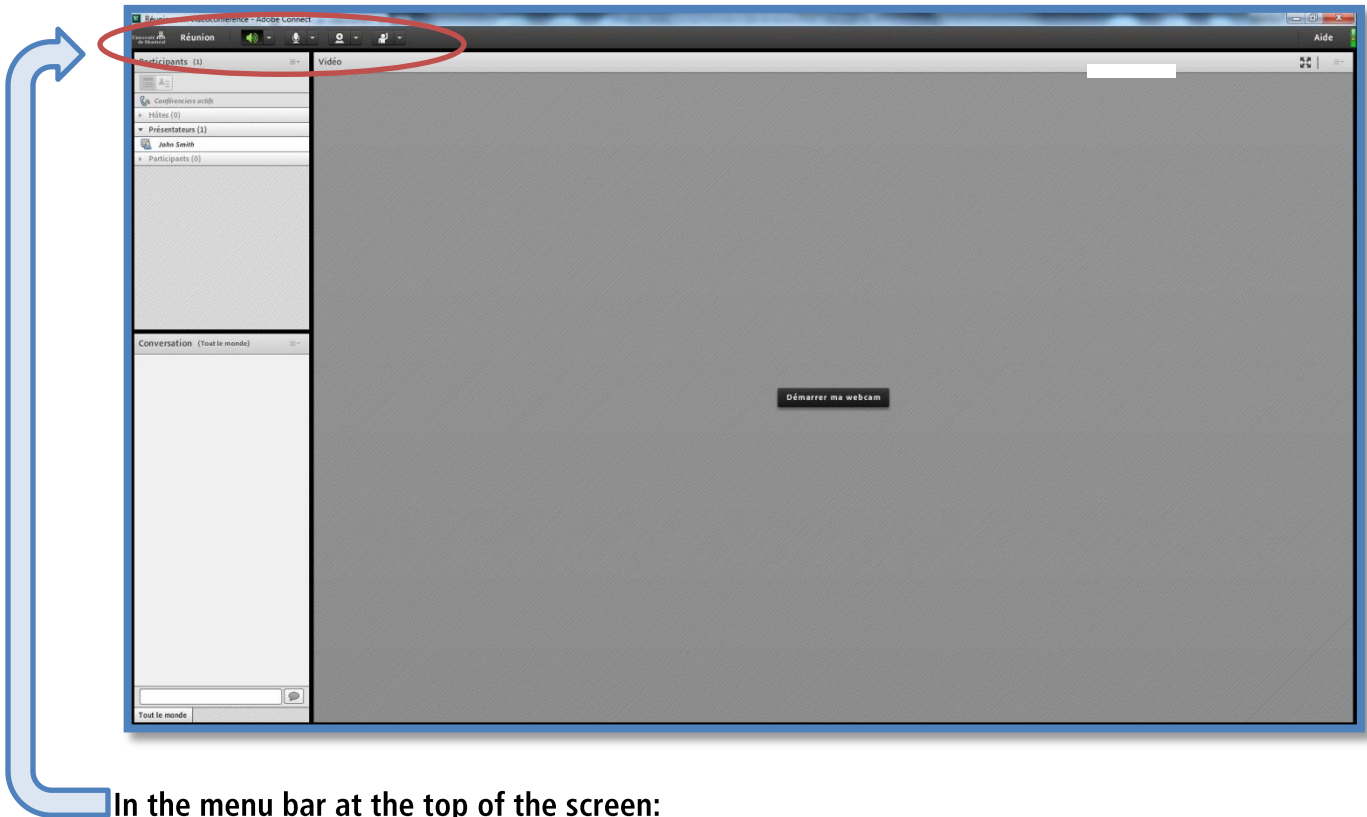
<http://ccel.umontreal.ca/meetingeo/>

You should see that page 



When you reach this page, select "Enter as Guest" and enter your name in the space provided for this purpose. Then click "Enter the Room".

Once in the room, you should get a window that looks like this.

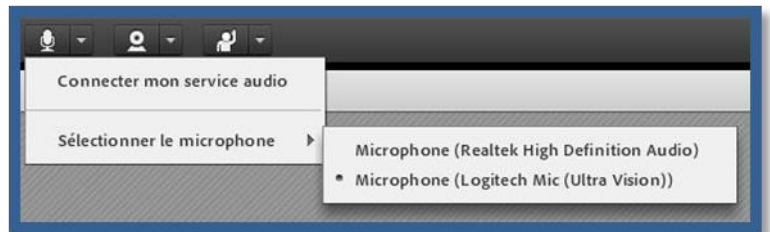



In the menu bar at the top of the screen:

- Make sure the icon is activated (green)  and that your headphones are functional.

- To activate your microphone, click the icon.  It will become green when it is active and sound waves images should be shown to indicate that picks up ambient sounds.

- If you have more than one microphone installed on your computer, maybe you will have to select another microphone by clicking the inverted triangle to the right of the microphone icon.

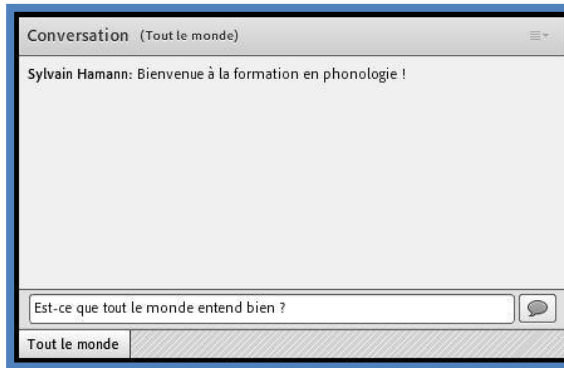


- To activate the camera, click the icon.  It will become green to indicate that it works and you should see yourself in the video module.

NOTE: It is not possible for two participants to have different camera display in the video module. Everybody will see the same arrangement.

Microphone troubleshooting

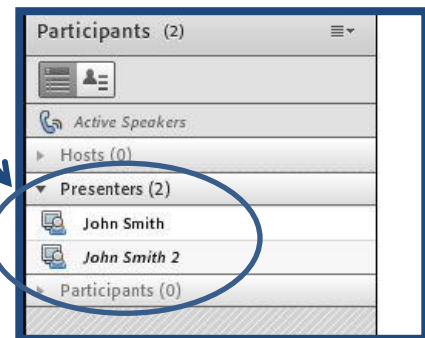
- If for some reason you are unable to activate your microphone, you will be able to communicate via the "Conversation" (Chat) module.



Simply write your message in the box provided and press the phylactery icon to send your message.

- If you hear an echo from one of the active microphones, maybe there is a duplicate session. Check the Participant module if there are no sessions of the same name as in the case presented here.

The participant should close one of its Adobe Connect windows so he's connected to only one session.



At the end, simply close the window  to disconnect yourself from the virtual room.